



Sojourn Therapeutic Riding Center, Ltd.
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VOLUNTEER MANUAL

WELCOME!

You have chosen to donate your time to volunteer at Sojourn Therapeutic Riding Center, Ltd. We hope that you will find this to be a rewarding experience for all involved. All of us at Sojourn are proud of the outstanding work we do, and the results we see are remarkable. Thank you for becoming a part of our growing organization.

We developed this manual to provide you with some guidelines for working with our challenged riders. **Please read it carefully.** The information is important, and knowing it will increase your competency and skill level while working with horses and riders. If you have any questions, please ask.

Sojourn wants you to know that every person you are helping is deeply appreciative. Without you, this program could not exist.

You are most valuable to us, and we thank you sincerely.

Sojourn Therapeutic Riding Center, Ltd.

Barbara Mulry, Owner
9335 W. Offner Road
Peotone, IL

Purpose

Sojourn was founded to enhance the lives of physically, cognitively, emotionally, and socially challenged individuals through horsemanship. Horseback riding helps individuals to achieve an enriched quality of life through equine assisted therapy.

Basic Questions . . .

Who do I call if I can't come?

If you know ahead of time that you are unable to volunteer, please contact Barbara Mulry @ 708.539.3078 at least 48 hours in advance. It takes time to find a replacement!

Who do I call if I need more information or if I have questions?

You can call Barbara Mulry at 708.539.3078 or

Who do I call to find out if classes are cancelled due to weather or holidays?

Again, you can call Barbara Mulry or check our FB Website

How do I sign in?

There is a sign-in book on the volunteer table. Please fill out one sheet for yourself (blank sheets are in the back of the book) if you haven't already done so. Sign in each time you come, and document the number of hours you were at the barn and the chores/activities you completed.

Where is the fire extinguisher?

The fire extinguisher is located on the left side of the barn entrance next to the first stall

Where is the phone?

There is a phone in the tack room near the counter and bulletin boards.

What do I do in an emergency? Follow instructor's directives!

Basic Information . . .

- ✓ Dress professionally and safely (no sandals; no jewelry; wear jeans or breeches)
- ✓ No cell phones during lessons (silence or on vibrate)
- ✓ No food of any type in the arena
- ✓ Call or email (via Facebook safe site) if you can't come in
- ✓ Don't forget to sign in (we take note of your efforts and love to reward you)
- ✓ Respect horses and riders. Gentle hands and gentle voices. Leave corrections to the instructor.
- ✓ Encourage riders. Never reprimand - redirect instead
- ✓ Maintain confidentiality at all times. What goes on in the barn, stays in the barn.
- ✓ If you are not horse handling or sidewalking, please address the many other barn chores that need to be accomplished.
- ✓ Be positive and proactive in your communication style

If there is an emergency while a lesson is in session:

- ✓ *HALT your horse*

- ✓ *Horse handlers, stand in front of the horse and maintain focus with the horse, only, NOT the rider.*
- ✓ *Sidewalkers will maintain the balance of the rider using the arm over leg support*
- ✓ *Should an emergency dismount be required, the sidewalker on the left (in general) will be responsible for the emergency dismount.*
- ✓ *Should there be the need to evacuate the barn, and riders are in the arena, halt horses, follow procedures for handlers and sidewalkers and wait for the instructor to facilitate dismounting. Riders will exit with their sidewalkers to safety after which handlers will exit with their equines to safety. In the event of a barn fire, students and sidewalkers will exit the back door of the arena. Equines and horse handlers will exit either side gate of the arena to paddocks / pasture*
- ✓ *The instructor will determine whether to call for emergency support.*

BARN SAFETY

- ✓ No smoking
- ✓ Drive slowly (do not exceed 5mph)
- ✓ Walk
- ✓ Do not bring your pets (usually dogs)
- ✓ Do not run after a loose horse; stay calm; walk slowly
- ✓ Drugs/alcohol impair thinking. Even if you are taking prescription drugs, it is best not to engage in equine activities/volunteering, until you have finished your prescription.

SAFE TACKING AND UNTACKING

- ✓ Let the horse know you are there. Horses do not see directly behind or in front. Touch the horse gently and use a quiet voice as you are moving around him. Stay close to the horse. Maintaining too much of a distance can actually get you hurt! NEVER approach a horse from the rear.
- ✓ Watch your feet. Getting stepped on by a horse HURTS.
- ✓ Walk around the front of a horse, not under its neck in case it rears, even if the horse is in the cross-ties, the same rules apply.
- ✓ Never cross-tie a horse in the bit or the reins. Horses may only be cross-tied with a halter.
- ✓ Always ask whether a horse can be in cross-ties. Some horses prefer to be ground tied and cross-ties may upset them.
- ✓ NO hand feeding. Fingers and carrots look an awful lot alike to a horse.
- ✓ Never walk under a horse's belly and be careful when grooming a horse under its belly. Some are super-sensitive and may kick in.
- ✓ Do not tie horses near each other. Cross tie or ground tie facing the arena and all horses must be facing the same direction.
- ✓ Keep horses a good two horse-distance from one another. Do not allow horses to interact with each other (such as sniffing each other) while grooming or riding. They have plenty of time to interact with each other in the paddocks.
- ✓ Stay away from horses that are obviously agitated or upset. Get the instructor immediately and make sure the rider is safely in the viewing room with a parent or another volunteer.

Safety mounting procedures?

Just as with flying, where take off and landing are the most critical parts of the operation of flight, so it is with riding. Mounting and dismounting are the most critical parts of riding and subject to the most danger. The following

practices will help with the safety of mounting and dismounting.

1. 1. Mount in an open area away from fences, cars, or objects that could hurt a rider in the process.
2. 2. Never mount a horse if it is tied up
3. 3. Mount on the horse's left
4. 4. Lead the horse with two hands: right hand holding rope about 6 inches from the snap and left hand holding a folded (figure 8) rope. Never coil the rope as this could pose a threat should the horse bolt. Lead the horse between his head and shoulder and never walk in front of the horse. Maintain a "two-horse" distance between horses. If you must pass, call the pass and to the inside. You may make a small circle to the inside and fall back in line.
5. 5. Make sure all tack fits the horse comfortably: comfortable horse equals a comfortable and safe ride for the rider.
6. 6. Make sure the rider's helmet fits properly before s/he mounts.
7. 7. Check the girth before mounting and double check about 10 minutes into the lesson.
8. 8. Volunteers MUST wait for the instructor before mounting a rider.
9. 9. There is no mounting from the ground. A mounting block is always used.
10. 10. When assisting with the mounting of a rider, always stand on the mounting block, not between the mounting block and the horse.
11. 11. ALL GATES MUST BE CLOSED AND SECURED DURING INSTRUCTIONAL TIME, INCLUDING MOUNTING.

Horse Handlers

The responsibility of a horse leader is to control the horse. For this reason, a horse leader should be someone with some experience in horsemanship. The rider has a leader because he or she is unable, at this time, to control the

horse fully. The goal is to allow the rider to be as independent as possible. Although the leader is responsible for guiding the horse, stopping and starting, the leader should allow the rider to do as much of this as possible, assisting only when necessary.

How to lead a horse:

1. The leader usually stands on the side of the horse closest to the center of the arena, next to the horse's neck (between the head and the shoulder).
2. The leader holds the lead rope, six to eight inches from the snap, in the hand that is closest to the horse. The remaining rope is folded like a figure eight, and held in the opposite hand. Do not allow the rope to drag. Do not coil the rope in your hand. Lead the horse on his left/your right.
3. When the horse is halted, even if only for a brief couple of seconds, the leader should stand in front of the horse. The lead rope is held folded in one hand, and the sides of the bit or halter are held lightly with both hands to prevent the horse from going forward. Keep the horse calm by gently stroking the forehead just under the forelock.
4. Remain in front of the horse during mounting.
5. Walking the horse: Walk next to the horse's neck, between the horse's head and shoulder as previously stated. Do not pull the horse if he is not moving at a proper pace. Let the sidewalker gently nudge his barrel to increase movement.
6. Trotting the horse: After the rider cues the horse to trot, carefully and gently pull and release, mildly and with repetition, the lead rope and move into a gentle trot (not a run) next to the horse. Stop the mild pull/release once the horse is trotting. Remain alongside the horse's neck during the trot. Control the speed with a down and back steady pull on the rope if the horse goes too fast, again, with a gentle pull/release until the horse slows his pace.
7. Attend to the instructor's directives. Avoid sidebar conversations as this threatens the safety of the rider.

8. Be aware of other horses in the arena and establish safe boundaries among horses. Horses are not to socialize during instructional time.

9. If a rider should fall, the leader is responsible for the horse ONLY. Keep the horse calm and move it away from the fallen rider. Stay with the horse. The instructor will take care of the fallen rider.

Sidewalkers:

Sidewalkers are responsible, specifically, for the safety of the rider.

How to sidewalk:

1. The sidewalker walks next to the rider's leg in an effort to support the rider's balance when/if necessary. The Instructor will inform you if you need to use a specific support hold.

There are three support holds, as follows:

a. Arm-Over-Leg support: This position provides for maximum control of the trunk/core. The hand closest to the horse (or inside hand) holds the front of the saddle, with the arm resting lightly across the rider's thigh. Use slight pressure to the thigh should the rider lose balance or seem to be slipping.

b. Crutch support: This is to be used for riders who have marginal upper body control. The hand closest to the horse forms a crutch under the armpit of the rider, with the thumb in front of the shoulder and the fingers behind it. Place your elbow on the saddle to reduce fatigue, as this can be uncomfortable and taxing on the volunteer.

c. Ankle support: This is the least restrictive form of support, allowing the rider to use all muscles to provide his or her own support. Lightly place the hand closest to the horse just above the rider's ankle. In the event that the rider slips, a light tug will bring the rider back into alignment with the saddle. DO NOT pull on the ankle or apply constant pressure.

If the rider is falling forward, gently guide the leg forward and vice versa if the rider is tipping too far back.

2. During a lesson, sidewalkers must remain on the designated side. Sidewalkers should work on the opposite side for the next lesson. This will give the sidewalker relief and not overwork one side of the body over the other.

3. At the trot, the sidewalkers must trot alongside the rider at the rider's leg. Use the arm-over-leg position, holding firmly to the front of the saddle for riders requiring support. Additional support may be provided by gentle downward pressure on the rider's ankle with your free hand. Riders using the crutch support should not trot.

4. Should a rider begin to fall, use emergency dismount technique that is rehearsed regularly during volunteer practice. We pay close attention to the weight of the rider and the sidewalkers. Sidewalkers must be stronger and larger than the rider in order to help with an emergency dismount or break a rider's fall.

5. Once the rider is off the horse (fallen), the sidewalkers stay with the rider while the horse leader moves the horse out of the way. DO NOT attempt to help the rider - this is the responsibility of the instructor. Be prepared to go for help at the direction of the instructor. Know where the first aid kit is (in the tack room on top of the file cabinet. Emergency numbers are located on the bulletin board next to the file cabinet.

6. Other responsibilities of the sidewalkers include helping participants follow instructor directives in a positive, proactive manner. Remember, enthusiasm is contagious!

7. It is important that the sidewalkers pay attention to the instructor at all times. Avoid side-bar conversations.

8. Once the rider is gaining balance and independence, one sidewalker may be used. The sidewalker stays close to the horse and rider, ready for emergencies and the ability to gather the rein should the rider lose control.

Donations

If you would like to donate any of these items, please call Sojourn at 708.539.3078 We sincerely thank you for any contributions you can make to enhance the quality of life for our horses and riders.

- _ Old towels
- _ Horse treats
- _ Safety stirrups
- _ Paper towels
- _ Toilet paper
- _ Brooms and rakes
- _ Bean bags
- _ Liquid soap
- _ Liquid disinfectant
- _ Plastic trash can liners
- _ Windex, 409, Fantastic, Comet, Ajax, Pine Sol, Mr. Clean or other cleaners.
- _ Copier paper
- _ Tack sponges
- _ Fly spray
- _ Balls, any size

Standard A7 Volunteer Training Manual

Included are forms that must be signed and returned if you are interested in volunteering at Sojourn. Thank you for your interest!



Sojourn Therapeutic Riding Center, Ltd. Volunteer Consent Form

I hereby give my consent for (Participant) _____ to participate in Sojourn Therapeutic Riding Center, Ltd. This may include the following activities: horseback riding instruction,

feeding/grooming animals, barn chores, riding horses, tacking horses, or other therapeutic activities and volunteering duties. In consideration for Sojourn's allowing (Participant) _____ to participate in the program, the Participant and his/her successors and representatives do hereby agree to release and discharge Sojourn's officers, staff, administrators, employees, and agents from any and all causes of action damages, claims, costs, expenses (including attorney's fees) and liability in any way arising from or incidental to this authorization.

Volunteer Signature/Date – required of all individuals ages 12 and over

Parent/Guardian Signature/Date – required of all individuals under 18, and for those with an appointed guardian

Staff Witness/Date – required in all instances when only a participant signature is required

This authorization is effective for a period of two (2) years following the date of signature.

Sojourn's Video Tape/Photo Release Form (optional)

I give permission to Sojourn to take or have taken print or slide photos, moving pictures, or video tapes of (participant's name) _____. I authorize Sojourn, its advertising agencies or news media to publish or reproduce the print/slide photographs, moving pictures, or video tape for publicity purposes.

Publicity may include but is not limited to newspaper, television, brochures, pamphlets, instructional materials, and books. I understand that no inducements or promises have been made to secure my signature to this release other than the intention of Sojourn to use or cause to be used such print or slides, moving pictures, or video tape for the purpose of promoting Sojourn Therapeutic Riding Center's program and its work.

Specific Limitations:

This release is valid for two (2) years from the date it is signed, and may be revoked by me, in writing, at any time.

Signed: _____ Date _____



**Sojourn Therapeutic Riding Center, Ltd.
Authorization for Emergency Medical Treatment
Volunteer Form**

In the event emergency medical treatment is needed due to illness or injury during the process of receiving services or while being on the property of this agency. I authorize Sojourn to 1) Secure and retain medical treatment and transportation if needed and 2) Release rider records upon the request to authorized individual or agency involved in the medical emergency treatment.

*****SOJOURN THERAPEUTIC RIDING CENTER, LTD. CANNOT ALLOW PARTICIPATION TO THOSE WHO REFUSE EMERGENCY MEDICAL CONSENT*****

Participant _____ Phone _____

Address _____ City _____ State _____ Zip _____

Emergency Contact _____ Relationship _____ Phone _____

Emergency Contact _____ Relationship _____ Phone _____

Physician's Name _____ Medical Facility _____

Health Insurance Co. _____ Policy # _____

Consent Plan: This authorization includes x-ray, surgery, hospitalization, medication, and treatment procedure deemed life saving by the physician. This provision will only be invoked if the person(s) listed is(are) unable to be reached.

Signature _____ Date _____



**Sojourn Therapeutic Riding Center, Ltd.
Hold Harmless Agreement
Volunteer Form**

This agreement made and entered into on (date) _____ by _____

(participant) _____ hereinafter called "Licensee" in favor of Sojourn Therapeutic Riding Center, Ltd (hereinafter called "Owner"). WHEREAS, owner refers to the property located at 9335 W. Offner Road, Peotone, IL. WHEREAS, Licensee has asked Owner to enter upon the Property for the purpose of volunteering in Sojourn's programs, and/or riding a horse or horses to otherwise travel thereon;

WHEREAS, Owner has advised Licensee that there are, or may be, hazards on the Property which may cause injury to the person or property of Licensee, but Licensee, acknowledging those risks, nevertheless wishes to enter upon the Property as aforesaid; and WHEREAS, Owner is willing to grant consent to Licensee's use of the Property, but only upon the execution by Licensee of this Agreement.

NOW, THEREFORE, in consideration of Owner's consent to Licensee's use of the Property and for other valuable considerations, Licensee does hereby forever indemnify and agree to hold Owner harmless from and against any and all claims, demands, causes of action, costs, and/or expenses that may be incurred or asserted against Owner, including but not limited to, court costs and reasonable attorneys' fees, in defending any action that may be brought against Owner resulting in whole or in part from Licensee's use of the Property as described in this Agreement. By signing this Agreement, Licensee acknowledges that he or she has read this Agreement in its entirety, has full knowledge of its contents, and signs voluntarily and without compulsion or duress of any sort. IN WITNESS WHEREOF, Licensee has executed this Agreement the day and year first above written.

Signature of participant/Licensee Signature of Parent/Guardian (if under 18)

Print Name of participant

Street Address City, State, Zip

Telephone



**Sojourn Therapeutic Riding Center, Ltd.
Confidentiality Agreement
Volunteer Form**

I, _____ respect my privacy and I respect the privacy of others. Any information regarding a client, another volunteer, another staff member, other members of the barn, and members' families will remain confidential. If I have a concern regarding any of the policies and procedures concerning a client, I will immediately contact Barbara Mulry at 708.539.3078

Volunteer name in print

Volunteer signature



Sojourn Therapeutic Riding Center, Ltd. Contract
Barbara R. Mulry, Owner/Trainer
bmulry@gmail.com
Web: sojourntherapeuticridingcenter.com
cell: 708.539.3078

I, _____, agree to services rendered by Barbara R. Mulry to ride and train under Sojourn Therapeutic Riding Center. I agree to hold harmless Barbara R. Mulry (owner/trainer), Dreams Come True (riding stable), Sojourn Therapeutic Riding Center, Ltd., and all therapy equines, and all constituencies of Dreams Come True Stable/Sojourn Therapeutic Riding Center, from all claims in addition to the statement below.

Release of Liability: ADDITIONALLY, in consideration of Dreams Come True (barn/farm/stable), I do agree to hold harmless and release Sojourn Therapeutic Riding Center, Ltd., Dreams Come True (barn, farm, stable) (its owners, agents, employees, officers, directors, representatives, assigns, members, affiliate organizations, insurers, and others acting on said facility's behalf), Barbara R. Mulry (owner/trainer), and therapy equines, of all claims, demands, causes of action and legal liability, whether the same be known or unknown, anticipated or unanticipated, due to ordinary negligence; and I further agree that, except in event of gross negligence and willful and wanton misconduct, I shall not bring any claims, demands, legal actions, and causes of action against those listed above in this clause, for any economic or non-economic losses due to bodily injury, death, and/or property damage. **I understand that the art of equitation can be dangerous and may potentially cause injury and/or death. I understand that equines are animals that can be unpredictable. I knowingly accept this risk. In regard to a minor, I knowingly accept this risk for my child.** I agree to wear appropriate riding gear (proper riding boots, etc.), **including a helmet**, at all times.

WARNING: Under the equine activity liability act, each participant who engages in an equine activity expressly assumes the risk of engaging in and legal responsibility for injury, loss or damage to person or property, resulting from the risk of equine activities.

I understand all of the conditions listed above. I have reviewed and agreed upon the conditions listed above. Should any violations of the contract occur, the contract will be revoked immediately.

Concerning a minor: I have read and explained the meaning of this contract to my child (**for children 12 and over**). **I take full responsibility for making this decision for my child and signing this contract on my child's behalf (all children under age 18).**

Rider Signature (all riders over the age of 12)

Date

Parent/Guardian Signature (if applicable)

Date

Street address

City

State

Zip Code

Phone #s and Email

NARHA Standards A11, P12,